



**Important Instructions:**

1. Photocopy this timesheet (so you have a blank original for next week)
2. Complete the details below
3. Get your timesheet signed by your Manager
4. Give a copy to your manager and retain a copy for yourself
5. Fax the completed time sheet to us immediately on **0845 1214251**

Your Details	Employer's Details
Name _____	Company Name _____
Post Code _____	Line Manager's Name _____
Work Tel _____	<b>Week Ending Date (Fri)</b> _____
	signature _____

*I certify that the hours below are a correct record of the hours I worked for the week specified. My signature confirms my acceptance of IC Resourcing Ltd's Terms of Engagement and the terms of this placement.*

**Hours Worked**

Do not include lunch breaks or travel time. For part hours please use decimals  
e.g. ½ hour = 0.5

Day	Number of Standard Hours	Number of Overtime Hours	Total Hours
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
	Total:	Total:	Total:

**To be completed by the Employer**

*I hereby certify that the hours above are a correct record of the hours worked by the Temporary Worker and I accept the terms and conditions for the introduction of temporary workers supplied by IC Resourcing Ltd.*

**Print Name:**

**Signature:**

**Position:**